



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Biweekly Memo for Payroll Due

Jonah Wainwright (b) (6)
To: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Mon, Feb 1, 2021 at 1:08 PM

updated is attached.

Thanks,
Jonah

On Mon, Feb 1, 2021 at 2:40 PM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:

Good afternoon Jonah,

Can you please revise the memo so the staff starts on 1/20/21? GSA is unable to pay before the onboard date of 1/20.

Thank you,
Kaitlyn

Kaitlyn Schneider
Presidential Transition Support Team
U.S. General Services Administration
w: (b) (6)

On Mon, Feb 1, 2021 at 1:36 PM Jonah Wainwright (b) (6) > wrote:
attached is the memo. Please let me know if you have any questions.

On Mon, Feb 1, 2021 at 12:16 PM Jonah Wainwright (b) (6) wrote:
Of course. Will submit by cob today.

Thanks,
Jonah Wainwright

On Mon, Feb 1, 2021 at 12:00 PM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:
Good morning Jonah,

This is a reminder that the biweekly payroll memo is due by COB today.

Thank you,
Kaitlyn

Kaitlyn Schneider
Presidential Transition Support Team
U.S. General Services Administration
w: (b) (6)

On Wed, Jan 27, 2021 at 1:12 PM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:
Good afternoon Jonah,

Per the instructions in the Outgoing Transition Staffing Informational Overview that was provided, GSA will require a biweekly memo to report staffing time. I apologize, I believe this was provided to (b) (6) before the switch.

GSA will require that the Transition Team designee provide a biweekly memorandum identifying those employees who are required to be compensated for work performed during the pay period and should list the days for which the employee should be paid. This memorandum needs to be submitted to GSA

no later than 12:00PM on the last "Time Card Certification Date" noted on the 2021 Payroll Calendar. This is generally every other Tuesday identified with a yellow pentagon on the calendar and changes with holidays as noted on the calendar. This memorandum is required for audit, accounting and record keeping purposes.

A sample memorandum can be found on page 8 in the attached document.

Please let me know if you have any questions.

Can you please submit for the pay period 1/17/21 - 1/30/21 no later than COB Monday.

Thank you,
Kaitlyn

Kaitlyn Schneider
Presidential Transition Support Team
U.S. General Services Administration
w: (b) (6)



Payroll Memo 1.17to1.30.pdf

250K

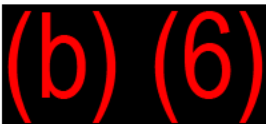
2/1/2021

To Whom It May Concern

The Former Vice President Outgoing Transition Team requests that GSA pay the employees listed below at the previously established rate of pay for the days identified below.

As a designee of the Outgoing Vice President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation of the days for which the employees below should be paid.

Name	1/17/ 2021	1/18/ 2021	1/19/ 2021	1/20/ 2021	1/21/ 2021	1/22/ 2021	1/23/ 2021	1/24/ 2021	1/25/ 2021	1/26/ 2021	1/27/ 2021	1/28/ 2021	1/29/ 2021	1/30/ 2021
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Marc Short														
Gregory Jacob														
Paul Teller														
Kara Brooks														
Katie Miller														
(b) (6)														
(b) (6)														
(b) (6)														
Jonah Wainwright														



Jonah Wainwright

Office Manager


Office of the Former Vice President

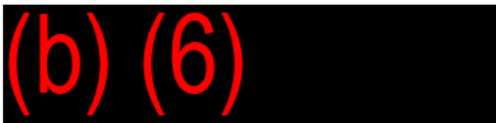
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